

Libraries Material

1. NARS does not want initially, for records to be removed from Agency files.
2. The task is to identify the material destined for Library use and then determine appropriate procedure for future microfilming or other type reproduction.
3. The material must relate to "major or minor Johnson administration issues as well as papers on any subject, major or minor, in which the president took a personal interest which went to him for decision, or which emerged in response to Presidential requests."

Examples of material which might fall in the above category are:

- a) Photographs, motion pictures, slides etc., which depict Agency activities when the President or Mrs. Johnson were present; i.e., signing in ceremony for the Director.
 - b) Documents formulating policy on C.I.A.-related Presidential programs.
 - c) Memoranda originated by the Director to the President or vice versa.
 - d) Material for possible use as exhibits in the libraries.
 - e) Staff papers, memoranda, personal documents which relate to any major Johnson Administration issues, as well as papers on any subject in which the President or Mrs. Johnson took a personal interest, which went to the President for decision, or which emerged in response to White House requests.
4. Submissions are to be submitted to the Agency's Presidential Libraries Committee for review and appraisal. A summary sheet should be fastened to each subject group submitted and should consist of the following:
- a) Name of component and location
 - b) Type of material (film, reproduction, carbon etc.)
 - c) A brief description of the subject matter
 - d) Relation to the President's interest and programs
 - e) Key dates
 - f) Volume of material, its location, and the individual to be contacted for further information - (include custodian's phone extension).

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TO	NAME AND ADDRESS	DATE	INITIALS
1	ExDir - Comp		
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ACTION		FORW. REPLY	REPLY REPLY
APPROVAL		DISPATCH	REPLY DISPATCH
REFERENCE		FILE	REPLY
REFERENCE		DISPATCH	REPLY

Remarks: Red: When the Kennedy Library problem came up I made the initial approach to Archives, and we negotiated a system in which the Records Management Officer, then [] was the liaison officer for library purposes and would coordinate with Mr. Pforzheimer, FBIS, and other interested offices. It seems to be the simplest set up, and since the new Records Administration Officer, [] is under [] it would be appropriate for the DDS to answer the letter designating [] for this purpose.

[]
LRHouston

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General Counsel	4/19/67
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1	DD/S		
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ACTION		URGENT REPLY	DEFERRED REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	REPLY
CONCURRENCE		INFORMATION	CY-FILE

Remarks:

Executive Director has noted the attached and is in agreement with Larry Houston's suggestion for handling the GSA letter. If this gives you no problem, please reply direct. Would appreciate receiving a copy of what goes out.

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
O/Executive Director/ []	25 Apr 67
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